

DIRECTOR, OFFICE OF LEGISLATIVE OVERSIGHT
Montgomery County Council
Montgomery County, Maryland

Montgomery County, Maryland (population 977,888) is a full-service local government, with an FY12 approved budget of \$4.37 billion. The Director of the Office of Legislative Oversight is a full-time, non-merit position appointed by the nine-member County Council.

The Office of Legislative Oversight (OLO) is an independent Legislative Branch office that conducts program evaluations, fiscal analyses, audits, and policy research projects assigned by the Council. Completed OLO reports include evidenced-based findings and recommendations to the Council for action; reports are presented and reviewed in public sessions of Council Committees and the full Council.

By law, a majority of Councilmembers in office appoints the OLO Director to a four-year term. There is no legal limit to the number of terms the Director may serve. Since OLO was established in 1976, there have been two Directors.

The Director works with Councilmembers to develop a recommended annual work program of projects that reflects the Council's priorities for public policy and budget-related research, evaluation, analysis, comparative data, and other information. Once the Council has approved the work program, the Director must manage the office's resources to accomplish the work assigned.

At present, the OLO staff consists of the Director, six full-time analysts, and one part-time administrative position. The Council expects the Director to serve as a "working director," meaning that he or she actively participates in the design, conduct, writing, and presentation of OLO reports. Specifically, the OLO Director's major duties include:

- Proactively provide office leadership, which includes strong project management skills and the ability to build and maintain effective working relationships with elected and appointed officials, local government staff, and the public;
- Ensure that OLO's reports are well-written, delivered on schedule, and provide the Council with fact-driven findings and constructive recommendations;
- Effectively use full Council, Council Committee, and individual Councilmembers' time for review of OLO-related work;
- Coordinate OLO's work with that of other offices, with special attention to coordination with the central Council staff and the Office of the Inspector General; and
- Successfully complete his or her own share of project work.

The Director also supervises the day-to-day operations of the OLO office. (OLO's FY12 approved budget is \$1.2 million.) The Director's duties include managing the recruitment, selection, hiring, and training of OLO staff, and ensuring that routine office activities comply with the County's procurement and budget procedures, personnel regulations, and other County laws and policies.

Go to <http://www.montgomerycountymd.gov/olo> for more information about the Office of Legislative Oversight, including the current annual work program and examples of OLO's reports.

Requirements:

- Ten years of progressively responsible professional experience relevant to performing the OLO Director's job.
- Ability to proactively provide office leadership, which includes exercising strong project management skills and the ability to build and maintain effective working relationships with elected and appointed officials, local government staff, and the public.
- Experience in the design, conduct, writing, and presentation of reports on complex public policy issues that involve qualitative and quantitative research and analysis.
- Knowledge of local government functions, including governance structures, budget practices, and methods of service delivery.
- Excellent communication skills, including the ability to write and speak about complex issues clearly and concisely.
- Experience in supervising other employees and managing professional services contracts.
- B.A./B.S. required; advanced degree from an accredited college or university in public policy, law, public administration, business administration, or related field strongly preferred.

Location Rockville, Maryland

Compensation Based on qualifications and experience. Range begins at \$140K.

Equal Employment All candidates will be considered without regard to age, marital status, sex, race, color, religion, sexual orientation, national origin, or disability. Montgomery County provides reasonable accommodations to applicants with disabilities.

Deadline Applications must be received by March 9, 2012.

To Apply

Applicants must transmit a cover letter and resume that clearly outline the relevant skills and experience the applicant would bring to the OLO Director job. Included in the cover letter should be why the applicant is interested in the position and the applicant's minimum salary requirements. Following an initial screening process, a group of candidates will be selected for interview. Samples of report writing, public policy analysis, and a public presentation will be requested as the selection process proceeds. The successful applicant will also undergo a background investigation.

Applicants should email their cover letter and resume by **March 9, 2012** to olo.application@montgomerycountymd.gov.

Please direct any questions to Mary Jane Berry, Administrative Services Coordinator, Montgomery County Council. Email: maryjane.berry@montgomerycountymd.gov. Telephone: (240) 777-7930.